



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Clerical Specialist
(Bargaining)

PCN: 100223

DEPARTMENT/Location: Clerical Support-Closed Files Unit/West Center **P. R.:** O3

REPORTS TO: Clerical Supervisor

RESPONSIBILITIES: Maintain department records and files; prepare files, organize documentation, and file documents in designated order; retrieve/replace files; scan records into computer; shred/destroy confidential or obsolete documents; conduct records maintenance activities in compliance with guidelines governing record retention. Transfer cases in and out of the county as requests are made by local and out-of-county offices, receive incoming calls and emails from State or County workers requesting confidential case information, pull-up alerts on CRIS-E system and assign cases to the designated zip codes. Enter and track information into department database; enter, retrieve, review or modify data in computer systems; verify accuracy of entered data and make corrections; research information in database and incorporate in reports, summaries, and other assignments. Type, compose, prepare or complete a variety of correspondence, forms, reports, records, or other documents requiring knowledge of department programs, policies and procedures; research, compile, consolidate, and/or tabulate information; incorporate information into requested reports and other prepared materials; proofread for accuracy and completeness. Perform other clerical support as assigned; answer phones; record/relay messages; process incoming and outgoing mail and department documentation; take, record, and distribute meeting minutes and/or dictation; make copies, etc.

MINIMUM QUALIFICATIONS: A high school diploma or GED is required; supplemented by one (1) year of experience in clerical or general office work; or any equivalent combination of training and experience.

STARTING SALARY: \$ 11.64 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Tuesday, June 17, 2014

DEADLINE TO APPLY FOR INTERNAL APPLICANTS: Monday, June 23, 2014

DEADLINE TO APPLY FOR EXTERNAL APPLICANTS: Monday, June 30, 2014

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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